

# **KERSEY PARISH COUNCIL**

## **COMMUNITY EMERGENCY PLAN**

Public copy, contains no confidential information

### **Location for the centre of the main residential village of Kersey**

**The Splash IP7 6DY**

Ordnance Survey: TM 000 441

Easting: 600052

Northing: 244114

Latitude: 52.059279

Longitude: 0.916732

What3words: signature.stopped.ratio

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## **Confidential information (written in red) contained in:**

Section 1 - CEPG alerting directory (mobile telephone numbers), Kersey Emergency Plan volunteers, incident room/emergency shelter contact information

Section 2 – District Community Emergency Planning Officer

Section 3 – Community resources and community organisations contact information

Confidential information will be removed from the publicly available document.

## **SECTION 1**

### **Aims and objectives**

The aim is to protect the health, safety and well-being of all Parish residents and visitors in the event of an emergency.

This will be done by:

- a) Identifying and mitigating risks
- b) Using available community resources
- c) Using other resources if needed
- d) Publicising the Plan

### **Insurance**

If the Kersey Community Emergency Planning Group (CEPG) activate the Emergency Plan then volunteers will be covered by Kersey Parish Council insurance under the following circumstances:

- They are members or acting on behalf of Kersey Parish Council
- They have been authorised to act on behalf of the local authority and under the direction of a local authority staff member, remotely if necessary
- They only carry out actions specified and tasked to carry out

The use of motor vehicles is not covered by insurance.

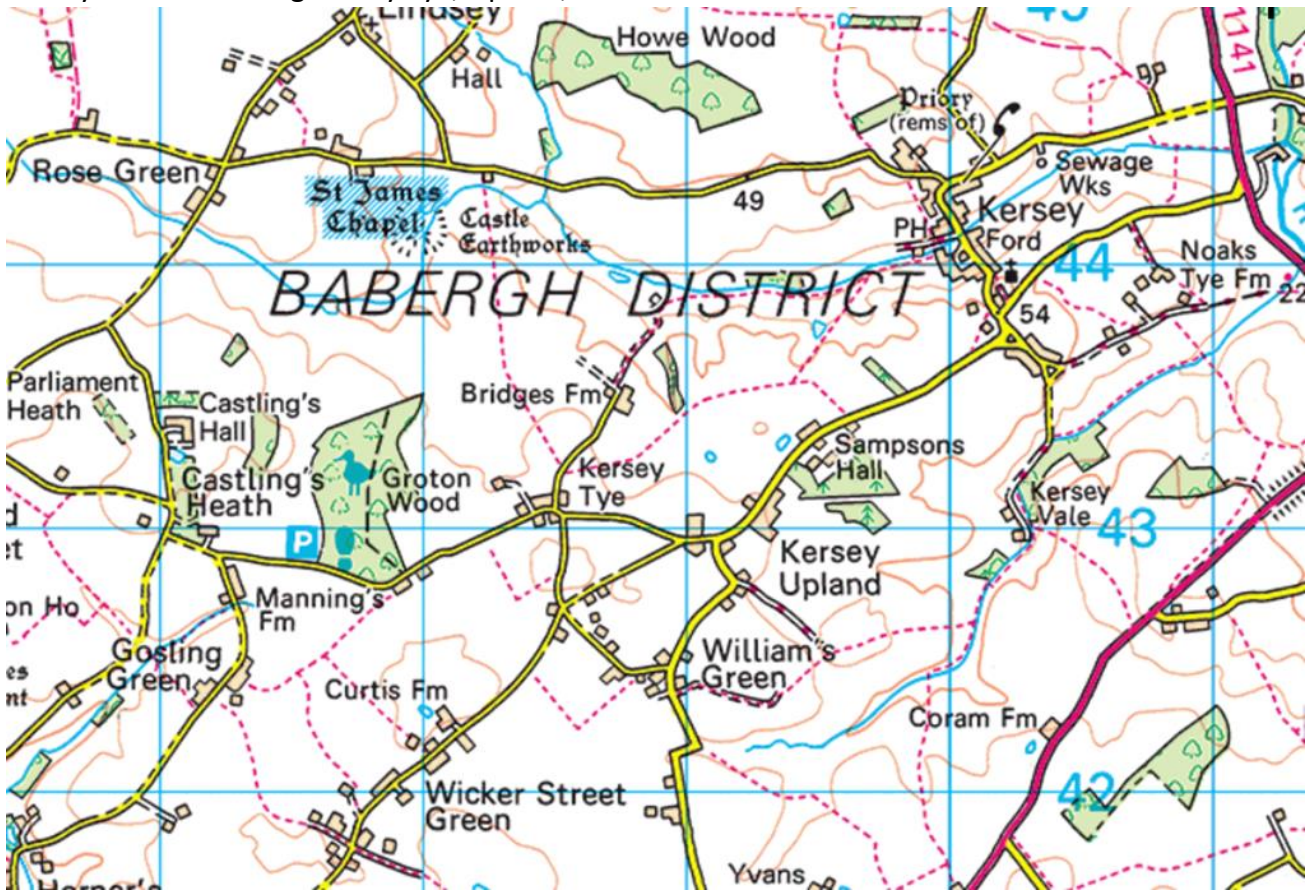
If the Community Emergency Plan is activated by the local authority or emergency services or the local authority authorises the Kersey CEPG to continue with their activation then the volunteers will be covered by the local authority insurance, taking account of the above circumstances. Confirmation to authorise the Kersey CEPG to continue will be confirmed by telephone and by the CEPG Activation Form.

## Risk identification and assessment

	<b>Risks</b>	<b>Potential</b>	<b>Mitigation</b>
1	Kersey Brook, a subsidiary of the River Brett, may flood area near The Splash or springs on south side of Kersey may change direction.	Flooding of local houses within 30m of The Splash, blocked access, property damage.	Encourage residents to improve home flood defences, distribution of flood warnings, establish rest centre.
2	Severe weather (wind, snow and ice, heat wave)	Illness, hypothermia, heat stroke, injury. Loss of power, telecommunication or water supplies. Physical isolation, difficult vehicle access due to topography.	Residents to consider alternative emergency heating and lighting.
3	Catastrophic traffic or air accident	Injuries, fatalities, difficult access, ill-health.	See above 1 and 2.
4	Epidemic illness	Ill-health, death, isolation, personal hardship, panic.	Follow national guidelines. Use the help of suitable volunteers as required to support all members of the Parish. Identify vulnerable individuals or groups and liaise with Hadleigh Health Centre, NHS, A&E, arrange treatment as needed.
5	Serious fire	Damage to timber framed, thatched, adjoining buildings in historic village with many listed buildings. Death, injury, homelessness, loss of heritage.	Create awareness of risk and establish rest centres, encourage regular chimney sweeps.

## Maps

Kersey Parish including Kersey Tye, Upland, Williams Green and Wickerstreet Green



Kersey map showing the Parish boundary

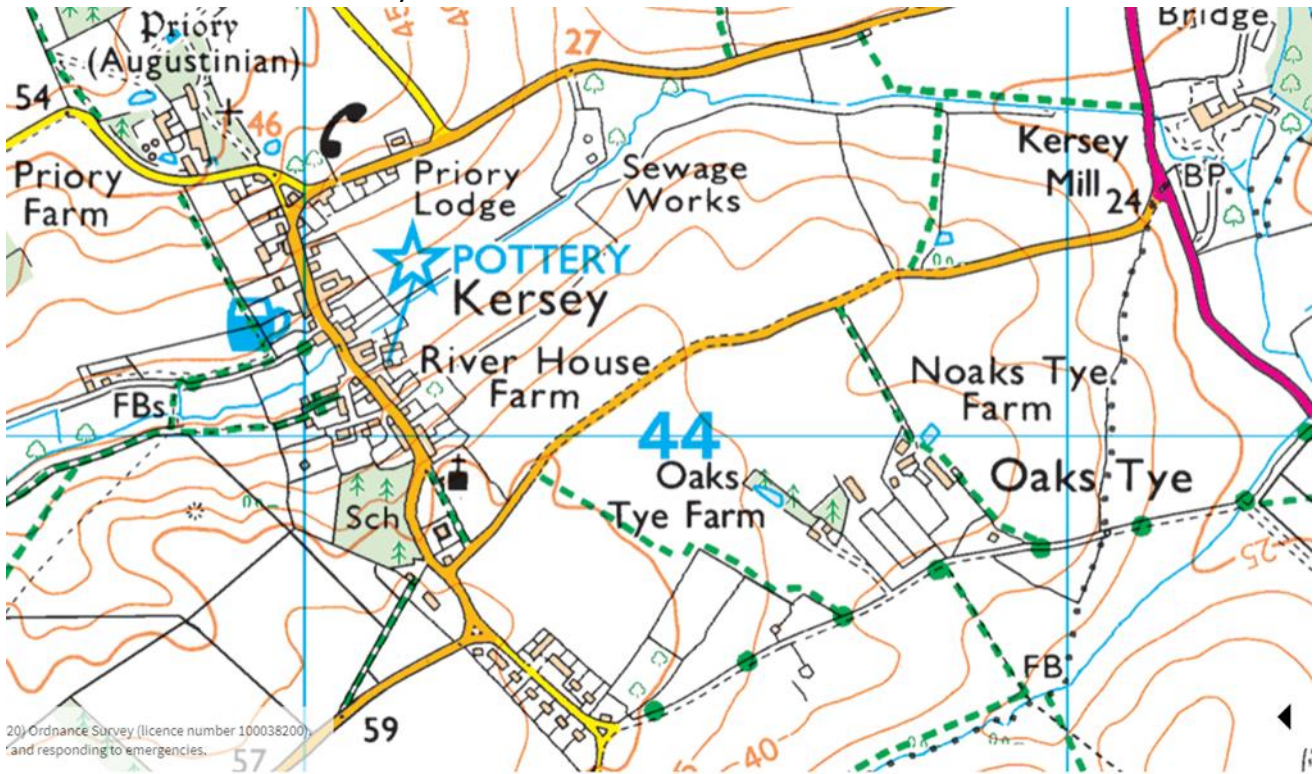


Main residential area of Kersey



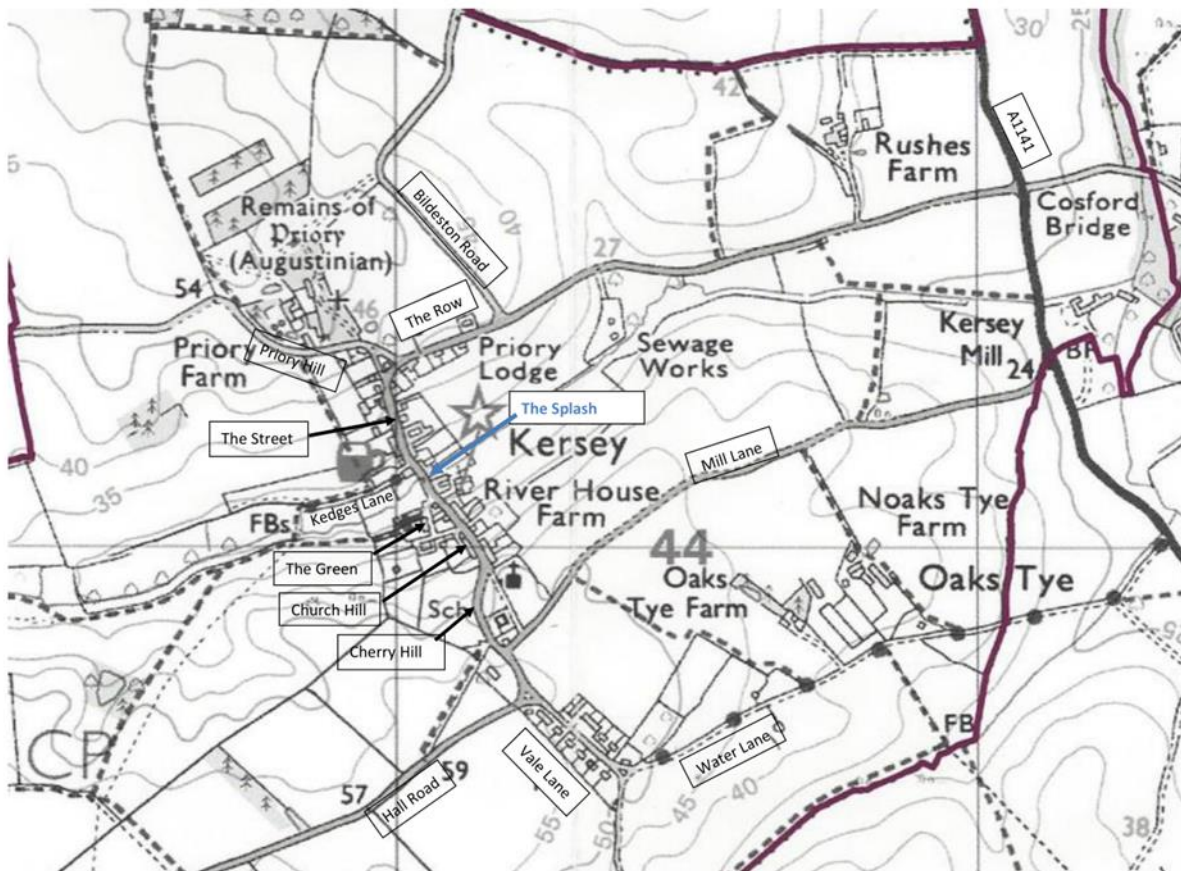
vey (licence number 100038200).  
to emergencies.

Main residential area of Kersey



Note: the above map is out of date, there is no public telephone in Kersey and no pottery.

Main residential area of Kersey with road names



## Community Emergency Planning Group (CEPG)

If the plan is triggered, the Parish Council are the Community Emergency Planning Group.

The role of the CEPG is to co-ordinate the activities of the community during an emergency by assessing the situation, mobilising appropriate local resources to support the community, maintaining links with emergency services, local authorities and other responding organisations.

Contact numbers will be retained by Suffolk's Joint Emergency Planning Unit on a secure part of the Suffolk Resilience Forum website to which emergency services and local authorities have access.

### Emergency Planning Alerting Directory contacts for the Kersey Emergency Plan

John Hume (Parish Council Chair)      01473 810098 or  
Sarah Partridge (Parish Clerk)      01787 210859 or  
Andrew Rogers      01787 212242 or

### Community Emergency Planning Group co-ordinators

The co-ordinators are Parish Councillors and the Clerk

Parish Councillors:

	Telephone	Location
John Hume (Chair)	01473 810098	The Street
Mrs Penny Calnan	01787 210459	Wickerstreet Green
Dave Finch	07769 612933	The Row
Pascoe Gibbons	01473 822815	The Street
Mrs Philippa Harris	01473 827079	The Street
Kevin Pratt	01473 823028	The Green
Andrew Rogers	01787 212242	Wickerstreet Green

Parish Clerk:

Mrs Sarah Partridge	01787 210859	Kersey Tye
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Co-ordinators will be responsible for assisting during an emergency with tasks such as door-knocking or delivering information leaflets, snow clearance, shopping or collecting medication for vulnerable people, helping in a rest centre.

Co-ordinators will be members of the Parish Council and the Clerk with co-opted assistance as needed from volunteers listed further in this document, who live in Kersey or any other person known who may be able to help.



**Kersey Emergency Plan volunteers**

Hadleigh Road / The Row		
The Street		
Church Hill / The Green		
Top of Mill Lane / Cherry Hill		
Vale Lane		
Hall Road		
Uplands		
William's Green		
Kersey Tye		
Elmsett		

## Incident room and emergency shelters

The incident room and emergency shelters will be at one of the following locations in Kersey:

	Location	Key Holder	Contact Details
1	Village Hall The Green, IP7 6EB TM 000 440 What3words: Crib.verse.hedgehog		
2	The Bell The Street, IP7 6DY TM 000 441 What3words: Reduce.daytime.overdone	Pub phone	01473 823229
3	St Mary's Church (off Mill Lane) IP7 6EG TM 001 439 What3words: Already.deputy.recur	Church Warden and key holder: Key Holder:	
4	Kersey CEVC Primary School (off Mill Lane) IP7 6EG TM 002 438 What3words: Glider.custodian.goose	School Office	01473 823397
5	Kersey Mill Stone Street, IP7 6DP TM 011 442 What3words: Twins.firm.roadshow	The Miller's Kitchen	01473 822030
6	Marquees from Village Produce Association Could be erected at: Kersey Playing Field (The Glebe, grass open space) Hall Road, IP7 6EG TM 001 436 What3words: Robes.wacky.dial		

All the locations listed above have kitchen facilities (limited in at the Church and school), toilets, tables and chairs. Heating is by electricity in the Village Hall. Open fires and calor gas at The Bell. Oil central heating in the Church and school. Marquees at The Glebe will only provide cover.

## **Emergency box**

An emergency box is kept at the Village Hall. It contains:

- A copy of this Emergency Plan
- A map
- Paper and pens
- A log book
- Reflective jackets

## **Emergency information points**

- a) Kersey Parish website ([www.kersey.suffolk.gov.uk](http://www.kersey.suffolk.gov.uk))
- b) Notice boards at The Splash and The Old Forge, Hall Road where feasible

One member of the Community Emergency Planning Group will be responsible for ensuring all points will have the same information.

## SECTION 2

### Activation of the Emergency Plan

The following principle is first and foremost:

- If there is ANY threat to life, **dial 999** and alert the relevant emergency services
- If there is no perceived threat to life, but have information that may help the emergency services **dial 101**

The Plan may be activated as follows:

- a) **The Community Emergency Planning Group** may activate the plan, for example in response to a request from a member of the public or because of an event shown in the earlier risk assessment. The local authority will be contacted immediately:

Babergh District Council 0300 1234000 (will be answered 24/7)

<https://www.suffolkresilience.com/about/suffolk-joint-emergency-planning-unit>

When contacting the local authority make a note of the contact name and time of the call. Also note the local authority or emergency service Emergency Control Centre contact number so regular updates can be exchanged.

- b) **A request from the relevant local authority.** For more serious or widespread emergencies, the Suffolk Joint Emergency Planning Unit (SJEPU) will co-ordinate responses to requests for emergency service support. SJEPU will seek help usually in the form of shelter provision away from the direct scene of the emergency. Other voluntary organisations such as the Red Cross or Royal Voluntary Service may assist.
- c) **A request from the emergency services.** This will normally be actioned via the relevant D/EPDO outside normal working hours or the local authorities Emergency Control Centre (ECC) if operational.

### Responsibility for activating the Emergency Plan

The Plan can be activated by at least two of the Parish Councillors/Parish Clerk by calling Babergh District Council on the number above or via the Suffolk Resilience website.

## **Community Emergency Planning Group checklist**

- Dial 999
- Inform the local authority
- Notify the Community Emergency Planning Group co-ordinators and meet at a safe location or remotely via telephone or internet as appropriate
- Gather relevant information
- Choose an incident room
- Check vulnerable community members
- Arrange for community resources in Section 3 to be available
- Ask for volunteers to help with:
  - flood protection
  - provision of shelter
  - pet care
  - providing lifts/shopping help
  - help collecting medication and prescriptions
  - telephone support to prevent loneliness in the event of social isolation
- Check email regularly
- Inform Kersey residents that the Community Emergency Plan has been activated on the website [www.kersey.suffolk.gov.uk](http://www.kersey.suffolk.gov.uk) and notice boards
- Notify as appropriate District and County Councillors
- Notify if appropriate the Parish Priest
- Contact neighbouring parishes if appropriate

## **Flooding - specific actions**

- If in an area which receives flood warnings, dial Floodline on 0345 988 1188
- Refer to the 'Flood Specific Response Measures' table shown further down in this document. Implement any agreed actions as appropriate. Make offer of support to those who may be vulnerable
- Wherever possible, advise residents to:
  - put any flood protection products they have into place
  - move vehicles to higher ground
  - make sure any valuable or sentimental items and important documents are safe
  - empty downstairs furniture drawers and cupboards. Place the contents and any light furniture upstairs.
  - fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
  - be prepared to turn off mains electricity
  - put plugs in sinks and weight them down to prevent backflow from the drains, weight the loo seat down too
  - bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
  - always wash hands/arms/legs after coming into contact with floodwater with hot water and soap
  - keep contaminated footwear and clothing away from children

- **never allow children to play in floodwater; as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater, creating a drowning risk**
- be prepared to evacuate if necessary, residents advised to:
  - grab 'go bag' and check contents
  - turn off electricity, gas and water supplies and unplug appliances
  - take mobile phone and charger
  - take some spare clothes
  - take prescribed medication
  - take cash and credit cards
  - lock all doors and windows
  - if leaving by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions
- Try and provide support to residents in carrying out these actions

### **Flooding - specific response measures**

<b>Known location at risk</b>	<b>Action required before a flood</b>	<b>Action required during a flood</b>	<b>Equipment and people required</b>	<b>Time required</b>
The Splash and houses within 30 metres	Keep culverts and streams clear of debris  Prepare and distribute sandbags	Advise residents to be prepared for flooding	Two volunteers to door knock	One hour to complete door knock

### **Epidemic illness – specific actions**

If there is a requirement for social isolation to reduce the spread of illness the Community Emergency Planning Group will identify a group of suitable volunteers living in each area of the Parish who can support residents. The idea being that residents can support each other making sure that nobody is left isolated and without support, food or medical care.

This support could be to provide help with shopping, collecting prescriptions and medication, posting mail, delivering urgent supplies. Telephone support could also be offered to prevent loneliness in the event of social isolation.

A paper leaflet will be printed and delivered to every house in the Parish giving contact telephone numbers for volunteers in each area of the Parish. All houses in Kersey have a telephone so this should ensure everyone has access to support. In the event of telephone communications failure then volunteers and residents would have to make contact by shouting over the fence/across the street as necessary.

A risk assessment would need to be written and given to each of the volunteers.

### **After an emergency**

A debrief will be held by Kersey Parish Council to determine lessons learned and to identify preventative measures.

## SECTION 3

### Community resources available for use during an emergency

There are two community public access defibrillators in the Parish of Kersey:

The Bell Inn The Street Kersey IP7 6DY	Tel: 01473 823229  TL 999 441  What3words: satin.pelt.decent	In an open shelter near the back door.
Kersey Mill Stone Street Kersey IP7 6DP	Tel: 01473 829317 or 01473 822030  TM 012 444  What3words: votes.treatment.against	In the red telephone kiosk near the brick barn

Some of the below community resources have already been mentioned as possible incident rooms in section 1 which is where you can find contact details and exact locations.

	Resource	Contact details	
1	Village Hall for shelter	<b>See Incident room/emergency shelter information for contact details and exact location</b>	
2	The Bell for shelter & food Also houses a <b>defibrillator</b>	As above	
3	St Mary's Church for shelter	As above	
4	Kersey Primary School for shelter	As above	
5	Kersey Mill for shelter and possibly food as there is a café on site. Also houses a <b>defibrillator</b>	As above	
6	Marquees/Village Produce Association for shelter	As above	
7	Kersey Playing Field (Glebe) grass open space	As above	
8	Four-wheel drive, tractors etc	Local farmers may volunteer services on request:	

## Community organisations

Neighbourhood Watch		
Forget-me-nots (Over 60's)		
St Mary's Church - Church Warden		
St Mary's Church – Parish Priest		
Village Newsletter		
Footpath Working Group		
KCPC Working Group (Playground)		
Kersey Volunteer Group (KVG)		

## SECTION 4 - Vulnerable groups

Kersey is a small community with a strongly supportive social network. There is no list identifying those considered vulnerable. People who may be considered vulnerable will change according to the emergency, so it would be difficult to correctly identify vulnerable groups in advance of an emergency.

## SECTION 5 - Plan publication

An electronic copy of this Plan has been sent to Babergh District Council Emergency Planning Team.

The original electronic version is retained by Kersey Parish Council.

A copy of the plan is held on a government system called Resilience Direct, which officers from Babergh & Mid Suffolk District Councils, The Environment Agency and emergency services can access should they need to activate the plan. This is a secure website & there is no public access available.

Hard copies are retained by all Kersey Parish Councillors and the Clerk.

A reduced version of the plan with the confidential information removed is posted on [www.kersey.suffolk.gov.uk](http://www.kersey.suffolk.gov.uk) for public information.

Details of three contacts from the plan are held in the Emergency Planning Alerting Directory should any of the emergency services need to request that the plan be activated. Again, there is no public access to this document.



## **SECTION 6 - Plan maintenance roles and responsibilities**

- The Plan will be reviewed annually. Every section of the plan should be checked for accuracy (telephone numbers, resource lists, etc). The Chair will have responsibility for reviewing the Emergency Plan and should report back to the Parish Council to confirm that a review has taken place.
- Any updates to the Plan or lessons that have been learned from exercises or incidents should be noted by Kersey Parish Council when the Plan is updated.
- The Clerk is responsible for providing an updated version of the Plan to the Community Emergency Planning Group co-ordinators and Babergh.
- The Chair should make sure that all the people involved in the Plan are aware of their role and know that they might be contacted during an emergency.
- The Clerk is responsible for making sure the Plan complies with Data Protection and all other appropriate legislation.

## APPENDIX 1 - Initial notification form

On receiving the initial call, get as much of the following information as you can and update as more information becomes available:

A	<b>Nature of the emergency</b> (what has happened?)
B	<b>Location</b> (where?)
C	<b>Time</b> (When did it happen?)
D	<b>Wind direction</b> (direction from which it is blowing and speed – obtainable from the Met Office)
E	<b>Casualties</b> (how many and where are they?)
F	<b>Affected area</b> (scale or extent of the area affected)
G	<b>Location of Bronze/Silver/Gold Commands</b>
H	<b>Location of rendezvous points/access routes</b>
I	<b>Declaration of a Major Incident</b> – yes/no (if yes, note time of declaration and by which agency)
J	<b>Evacuation</b> (has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)
K	<b>Informant Name:</b> Organisation; contact details; time of notification (if information received from a third party, have you validated it?)
L	Any other relevant information

## APPENDIX 2 - Rest centre assessment

<b>The Village Hall, The Green, Kersey, Ipswich IP7 6EB</b>			
Capacity		Standing	100
		Seated	70
		Sleeping	20
Parking facilities		Cars - Narrow road access, limited parking for 2 vehicles	
		Disabled	YES
	Coach Access	<b>NO</b>	
Disabled Access	YES		
General Assessment	<b>Brick skin building with tiled roof, well maintained</b>		
Toilets	Male	Urinals: 3	Cubicles: 2
	Female		Cubicles: 2
	Disabled		Cubicle: 1
Showers	Male		-
	Female		-
	Disabled		-
Sinks	Male		1
	Female		1
	Disabled		1
Kitchen facilities	Cooker (electric), fridge, dishwasher		
Heating	Electric		
Is Premise in an EA Flood Risk Area?	NO		
IT facilities	None		None
	Mobile coverage Vodafone – Yes but patchy Orange – Yes O2 - Yes		

## APPENDIX 3 - Community Emergency Planning Group first meeting agenda

### Community Emergency Planning Group first meeting agenda

Date:

Time:

Location:

Attendees:

#### 1 What is the current situation?

Location of emergency - is it near:

- A school?
- A vulnerable area?
- A main access route?

Type of emergency:

- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

#### 2 Establishing contact with the emergency services

#### 3 How can we support the emergency services?

#### 4 What actions can safely be taken?

#### 5 Who is going to take the lead for the agreed actions?

#### 6 Any other issues?

## APPENDIX 4 - Debrief agenda

### Community Emergency Planning Group debrief agenda

**Date:**

**Time:**

**Location:**

**Attendees:**

1. Notification/alerting issues
2. Warning – Responding agency and public issues
3. Command and control issues
  - a) Training
  - b) Capability
  - c) Equipment
4. Communication issues
5. Media response issues
6. Recovery issues
7. Recommendations

## **APPENDIX 5 - Before an emergency (general advice)**

### **Help the Community Prepare**

Many households will have received a Self-help Emergency Guidelines Fridge Magnet (Z card). You can help your community to be prepared for an emergency by encouraging them to follow the advice contained in that document and to complete the telephone numbers that they may need in the event of an emergency. In particular you can:

- Encourage all members of your community to make sure they are adequately insured and that they review their insurance.
- Make sure that people are signed up to the Environment Agency Flood Warning Direct Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including:
  - Key documents (such as passport, driving licence, personal emergency contact list and insurance details)
  - First aid kit including any medication
  - Wet wipes and/or antibacterial hand gel
  - Battery operated radio with spare batteries or wind-up radio
  - Notebook and pencil/pen
  - Mobile phone/charger
  - Glasses/contact lenses
  - Toiletries (including nappies/sanitary supplies)
  - Any special items for babies, children, elderly and disabled people

## **APPENDIX 6 - When an emergency is expected (general advice)**

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- **Heavy winds**

- Secure loose objects such as ladders and garden furniture
- Close and securely fasten doors and windows, including garages
- Park vehicles in a garage or in a place clear of buildings, trees and fences
- Stay indoors if possible
- If you need to go outside do not walk or shelter close to buildings or trees
- Don't carry out repairs whilst the storm is in progress
- Do not drive unless your journey is essential and avoid exposed routes
- Do not touch electric/telephone cables which may have blown down

- **Heat wave**

- Try and plan your day to stay out of the heat, keep rooms shaded and where possible use a fan
- If you must go out, stay in the shade, wear a hat and loose-fitting clothing
- Drink plenty of fluids
- Don't leave animals unattended in cars in warm weather
- Seek medical help if you suffer from heat exhaustion or heat stroke
- Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids and eat light moisture rich foods such as salads

- **Snow and ice**

- Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries), shovel
- Inform a friend or family member of your intended travel arrangements and expected arrival time
- Wear a hat
- Watch out for signs of hypothermia – uncontrolled shivering, slow or slurred speech, drowsiness and memory lapse
- Don't drive unless absolutely necessary

- **Flooding**

- Listen to your local radio and TV weather forecasts for advice from the emergency services
- Move vehicles to higher ground
- Advise residents in risk areas to:
  - Put in place flood protection products
  - Move vehicles to higher ground
  - Keep safe valuable and sentimental items and important documents
  - Empty downstairs furniture drawers and cupboards, place contents and any light furniture upstairs
  - Fasten plastic bags round the legs of wooden furniture
  - Be prepared to turn off mains electricity
  - Be prepared to evacuate if necessary
  - If evacuation is necessary:
    - Turn off electricity and water
    - Take mobile and charger
    - Take spare clothes
    - Take prescribed medication
    - Take cash, credit cards
    - Lock doors and windows
    - Put plugs in sinks, close loo seats and weigh them down

**REMEMBER** flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children.

**DO NOT** allow children to play in floodwater. The Splash can be very dangerous when flooded. **As well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you.**

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.



## APPENDIX 7 - During an emergency (general advice)

- **IN AN EMERGENCY DIAL 999 IF NECESSARY**
- Follow advice from the emergency services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages
- **DO NOT PUT YOURSELF OR OTHERS IN DANGER OR AT RISK**
- If you are able:
- Pass on any public advice messages to your community
- Make contact with your fellow co-ordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers, can provide such as:
  - Helping people move valuable and sentimental items upstairs
  - Helping deploy any flood protection products they might have
  - Providing some immediate shelter if people have had to leave their homes
  - Looking after pets
  - Providing lifts to family and friends
  - Collecting medication
  - Doing basic household tasks such as shopping
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people who might be made vulnerable during an emergency
- Liaise with the Parish Council which has a Community Emergency Plan
- If people are advised to evacuate their homes, or are advised to evacuate the area, try and remind people of the steps they should take:
  - Grab 'Go bag' and check contents
  - Turn off electricity, gas and water supplies and unplug appliances
  - Take their mobile phone and charger
  - Take some spare clothes
  - Take prescribed medication with them
  - Take cash and credit cards
  - Lock all doors and windows

If leaving by car tune into the local radio for emergency advice instructions and take:

- Spare set of keys (home/car/office)
- Bottled water/energy bars
- Coins/cash (small denominations) and credit/debit cards
- Change of clothes, duvet or blankets and sensible footwear (if necessary, waterproofs)
- A torch and batteries or a wind-up torch

Encourage people to complete a household emergency checklist which can be found on the Environment Agency website

<https://www.gov.uk/government/publications/personal-flood-plan>

- Encourage people to make a ‘Community Friend’ – this is someone, or some people, who can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each other’s properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency people should go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the emergency services.
- Check that your community is ready for an emergency – ask them the following questions:
  - Do you have a household emergency plan?
  - Have you discussed your plan with family and friends?
  - Do you know the emergency plan for your children’s school/nursery/college?
  - Do you know the emergency plan for your place of work?
  - Have you completed a personal emergency contact list?
  - Have you prepared a check list for your ‘go bag’, or packed it ready to go?
  - Do you have ICE contact(s) in your phone, wallet or purse?
  - Do you have a contact person – someone unlikely to be affected by the same emergency – who can keep family and friends informed?
  - Do you have a wind up or battery-operated portable FM/AM radio?
  - Do you have alternative, agreed meeting points?
  - Do you have working smoke alarms in your home?
  - Do you have adequate contents and buildings insurance?
  - Do you have copies of your most important documents stored somewhere other than at home?
  - Do you have a written list of your valuables, plus photographs or DVD/video?
  - Have you undertaken a basic first aid course?
  - Have you checked if your property is in a flood risk area?
  - Have you thought about arrangements for pets if you need to leave your home?
  - Have you identified possible exit routes from every room in your home?

The Environment Agency has flooding specific information for communities in flood risk areas. See their website <https://www.gov.uk/government/organisations/environment-agency>

### **Make sure that you are prepared**

- Make sure that you have your own household plan and ‘go bag’ up to date and ready
- Buy a wind-up torch, wind up radio and wind-up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency

You might be able to make contact with another community co-ordinator from another parish; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

## **APPENDIX 8 - Emergency contact directory**

See also:

Section 1 - CEPG co-ordinators, volunteers and incident room/emergency shelter contacts

Section 2 - District Community Emergency Planning Officer

Section 3 - Community resources and community organisation contacts

(The above contact information will be removed from the publicly available document because it is confidential.)

- 1 Kersey Parish Council - Chair: John Hume 01473 810098  
- Clerk: Mrs Sarah Partridge 01787 210859
- 2 Emergency Services, Police, Fire, Ambulance - 999 (or 101 for non-urgent calls)
- 3 Electricity – 105 (UK Power Networks)
- 4 Water – Anglian Water 0800 771881 or 03457 145145
- 5 Environment Agency – 0800 807060
- 6 Kersey School - 01473 823397
- 7 Kersey Playing Field Association – 01473 810227
- 8 The Bell Inn, Kersey – 01473 823229
- 9 Kersey Parish Priest – 01473 657349
- 10 Radio Suffolk - 01473 250000
- 11 Adult Care Services - 0800 917 1109
- 12 Hadleigh Health Centre – 01473 822961
- 13 Ipswich Hospital NHS Trust – 01473 712233